

Reg Explains Use of Funds

WASHINGTON - Expenses for relations — community, foreign and public — can be met from AF's contingency funds, says a new AFR 11-16. The reg spells out the rules on the spending of one portion of the special funds appropriated by Congress each year for use by the services for emergency and extraordinary expenses.

Funds covered by 11-16 are contingency funds, which are used "for official representation purposes." They can be spent on approval or authority of the AF Secretary only.

Mostly, they are used for official entertainment. The reg spells out in some detail the general policies prescribed for conducting such functions. In all instances, they "must be conducted on a modest basis," the reg states.

Among other things, this means guest lists are held to the minimum number required to extend proper courtesy to the guests. Guidelines are provided: when fewer than 30 persons are present, 20 percent should be

honored guests and members of their party; where more than 30 persons are present, 50 percent should be honored guests and their companions.

Authorized categories of entertainment include community relations — entertainment required to maintain civil or community relations; foreign relations — entertainment incident to visits by distinguished foreign nationals; and public relations — entertainment incident to visits by distinguished American citizens. Also, other occasions related to visits by Defense personnel.

The reg spells out also who may be entertained at these functions. This listing is expanded a bit in the revised version of the reg, in conformity with an expanded list of approved guests published recently by Defense. The list identifies foreign government officials, federal, state and local U. S. government officials and various members of the Defense Department.

In all cases, "entertainment must be limited to that which is minimally required to extend official courtesies when such officials are on official visits to the field," the reg says.

No dollar limitation is laid on such entertainment expenses. However, \$25 is spelled out as the maximum that may be spent for "mementos" purchased for presentation in conjunction with such activities. But, even here, there's a loophole.

Specifically excluded from costs that may be met from contingency funds are such things as expenses for (1) retirement ceremonies of members, (2) entertainment of members, (3) membership fees and dues and (4) conferences, seminars, etc., save those approved specifically by the AF Secretary. Purchase of gifts also is banned, except for "mementos" required for official ceremonies, which meet the \$25 maximum cost limitation.

The reg identifies personnel authorized to be hosts at such occasions as the AF Secretary, the Chief of Staff, major commanders and separate operating commanders, or their delegates.

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Remarks: After Congress approves the line item in our budget for "official representation purposes," we should consider issuing a regulation governing its use. The attached article from the <u>Air Force Times</u> of 18 December 1974 explains an Air Force regulation on the same subject. STATINTL [REDACTED] <div style="text-align: right;">Assistant General Counsel</div>			
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